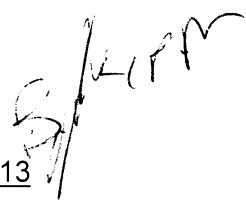


DATE: March 29, 2005
TO: Municipal Clerk
FROM: Byron E. Johnson, C.P.M.
Director of Purchasing x 4313
THRU: Aurora Wells
Bid Clerk ext. 4038



Please place the following item on the **CONSENT** agenda for the Council Meeting of **APRIL 12, 2005**.

Item should read as follows:

Request that the City Manager be authorized to exercise the City's option to extend the term of the agreement for two additional years, from April 15, 2006 to April 15, 2008 pursuant to the provisions of Contract 2003-119 with C & R Distributing, Inc., El Paso, Texas for Hydraulic Oil, Grade 32.

Option No.: ONE [OF ONE]


Amount of Award: \$80,000.00.(total two year extension)
Account No's: 37370155-503121-45202
Funding Source: Fleet Service Internal Service Fund
Department: Fleet Service

Contact person: Jesus M. Juarez, Procurement Analyst at 541-4317.

AGENDA FOR: **APRIL 12, 2005**

DATE: March 29, 2005

TO: City Clerk

FROM: Byron E. Johnson/Jesus M. Juarez 

PURCHASING DEPARTMENT (915) 541-4308/4254

Please place the following item on the next CONSENT City Council Agenda.

Item should read as follows:

Request that the City Manager be authorized to exercise the City's option to extend the term of the agreement for two additional years, from April 15, 2006 to April 15, 2008 pursuant to the provisions of Contract 2003-119 with C & R Distributing, Inc., El Paso, Texas for Hydraulic Oil, Grade 32.

OPTION NO.: ONE [OF ONE]

AMOUNT OF AWARD: \$80,000.00.(total two year extension)

ACCOUNT NOS: 37370155-503121-45202

FUNDING SOURCE: Fleet Service Internal Service Fund

DEPARTMENT: Fleet Service

----- City Clerk's Use -----

ITEM NO. _____

**CITY OF EL PASO, TEXAS
REQUEST FOR COUNCIL ACTION (RCA)**

DEPARTMENT: Fleet Services

AGENDA DATE: TBD by Purchasing but prior to 04/18/05

CONTACT PERSON/PHONE: Jeff Belles, 621-6821

DISTRICT (S) AFFECTED: ALL

SUBJECT:

APPROVE a resolution / ordinance / lease to do what? OR AUTHORIZE the City Manager to do what?

Approve the two-year extension option of contract 2003-119, Hydraulic Fluids, to C&R Distributing. Annual expenditures are approximately \$40,000.

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

The original contract was awarded in April 2003. C&R offered the two year extension if it was exercised within two years of the original award date. C&R has been an excellent vendor to the City of El Paso providing a superior product and a superior level of customer service.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one?

Council awarded original contract 2003-119 in April 2003.

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

45202-37370155-503121, Fleet Services Internal Service Fund.

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

NA

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD: Jeffrey A Belles, Fleet Services
(Example: if RCA is initiated by Purchasing, client department should sign also)
Information/copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** _____

**City of El Paso
Purchasing
Department**

Date: March 14, 2005

C & R Distributing, Inc.
Mr. Fernando G. Fierro
140 S. Prado
El Paso, TX 79907

Ref.: Contract Title –Hydraulic Oil, Grade 32, Contract #2003-119

Mr. Fierro:

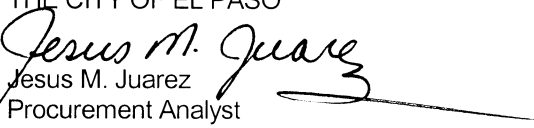
The City of El Paso wishes to accept your offer to extend the period of Contract # 2003-119 for a period of two (2) years from April 15, 2006 to April 15, 2008 as per your offer on the referenced requirement.

It is important that we receive your faxed response no later than Friday ,March 18, 2005. If agreeable to you, please sign below and fax it to us at (915) 541-4347.

We would also appreciate your returning an original signed copy of this letter to us at City of El Paso, Purchasing Department, Two Civic Center Plaza, El Paso, Texas 79901-1196.

Thank you for your understanding and cooperation.

Sincerely,
THE CITY OF EL PASO


Jesus M. Juarez
Procurement Analyst
915-541-4317

juarezjm@ci.el-paso.tx.us

We hereby extend the validity of our offer in response to Solicitation #2003-119 to Date: April 15, 2008 for acceptance purposes.

Acknowledge:

C & R Distributing Inc 3-17-05
Company Name Date

By:


Print Name of Authorized Person

Owner
Title


Signature

RAYMOND C. CABALLERO
MAYOR



CITY COUNCIL

JAN SUMRALL
DISTRICT NO. 1

ROSE RODRIGUEZ
DISTRICT NO. 2

LARRY M. MEDINA
DISTRICT NO. 3

JOHN COOK
DISTRICT NO. 4

DANIEL S. POWER
DISTRICT NO. 5

PAUL J. ESCOBAR
DISTRICT NO. 6

LUIS G. SARIÑANA
DISTRICT NO. 7

ANTHONY COBOS
DISTRICT NO. 8

DATE: APRIL 18, 2003

C & R DISTRIBUTING , INC.
FERNANDO G. FIERRO
140 S. PRADO
EL PASO, TEXAS 79907

**RE: NOTICE OF AWARD, CONTRACT 2003-119 , FLEET SERVICES DEPARTMENT
HYDRAULIC OIL, GRADE 32, ITEM(s): 1A & 1B**

Dear Mr. Fierro:

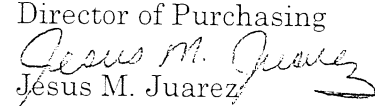
The City of El Paso has accepted your offer in response to our Solicitation (IFB) number 2003-119, for the Fleet Services Department- Hydraulic Oil, Grade 32. Accordingly, you have been awarded referenced Contract, for items listed above, having an estimated value of \$30,000.00. The Purchase Order(s) encumbering funds for the anticipated requirements will be forthcoming from this department in accordance with the Availability of Funds clause.

The period of performance will be from April 15, 2003 thru April 14, 2006.

Said contract, comprised of the solicitation (IFB), your offer and the Purchase Orders, constitute a final and complete repository of the agreements between the City and the Contractor. It supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written, relating to the subject matter of this Contract. Modifications to this Contract shall not be binding unless made in writing and signed by an authorized representative of each party.

The Contract Administrator is Mr. Jesus M. Juarez who can be reached at (915) 541-4317 or Fax (915) 541-4347. He will assist you with any questions you may have, and will assure that the terms of the Contract are met. Any correspondence regarding this Contract should be sent to the address at the top of the page, Attention: Mr. Jesus M. Juarez.

We look forward to working with you.

Sincerely
THE CITY OF EL PASO
For: Byron E. Johnson, CPM
Director of Purchasing
By: 
Jesus M. Juarez
Procurement Analyst
juarezjm@ci.el-paso.tx.us

MOTION
APRIL 15, 2003

Motion made, seconded and unanimously carried to award Bid No.: 2003-119
Hydraulic Oil-Grade 32

Award to:	C & R distributing, Inc. El Paso, Texas
Item (s):	1A & 1B
Amount:	\$30,000.00 (estimated annually)
Department:	Fleet Services
Funds available:	37370510-503121
Funding source:	Fleet Services Internal Service Fund
Total award:	\$30,000.00 (estimated annually)
District (s):	All

The Fleet Services and Purchasing Departments recommend award as indicated to the lowest responsive offer meeting specifications, from responsible parties.

The Vendor offers the City the option to extend the term of the contract at the same unit prices for one (1) or two (2) additional years if the option is exercised within one (1) or two (2) years from the date of the award.

This is a Requirements Type Contract with an initial term of Thirty-Six (36) months.

Richarda Duffy Momsen, City Clerk

*

DATE: April 4, 2003
TO: Municipal Clerk
FROM: Byron E. Johnson, C.P.M.
Director of Purchasing x 4313
THRU: Isabel F. Portillo
Bid Clerk ext. 4038

Ready
jesus
4-17-03

Please place the following item on the **CONSENT** agenda for the Council Meeting of **APRIL 15 2003.**

Item should read as follows:

Bid No.:	2003-119	Hydraulic Oil-Grade 32
Award to:	C & R distributing, Inc.	
	El Paso, Texas	
Item (s):	1A & 1B	
Amount:	\$30,000.00 (estimated annually)	
Department:	Fleet Services	
Funds available:	37370510-503121	
Funding source:	Fleet Services Internal Service Fund	
Total award:	\$30,000.00 (estimated annually)	
District (s):	All	

The Fleet Services and Purchasing Departments recommend award as indicated to the lowest responsive offer meeting specifications, from responsible parties.

The Vendor offers the City the option to extend the term of the contract at the same unit prices for one (1) or two (2) additional years if the option is exercised within one (1) or two (2) years from the date of the award.

This is a Requirements Type Contract with an initial term of Thirty-Six (36) months.

Contact person: Jesus Juarez, Procurement Analyst, and (915) 541-4317.

AGENDA FOR: **APRIL 15, 2003**

16C

OPTION TO EXTEND THE TERM OF THE AGREEMENT - PLEASE CHECK APPROPRIATE BOX**NOTE: *NOT AN AWARD FACTOR**

The City at its sole discretion, may exercise any option to extend the term of the agreement, by giving the Contractor written notice within the time period noted on the selected options.

Bidder offers the City the option of extending the term of the contract for:

- ☒ **One** additional year at the same unit prices, if the option is exercised within:
☒ **Two** additional years at the same unit prices, if the option is exercised within:

- A. One year from date of award of the contract. YES ☒ NO ☐
 B. Two years from date of award of the contract. YES ☒ NO ☐
 C. **NO OPTION OFFERED** ☐

PROMPT PAYMENT:

Unless a prompt payment discount is offered and accepted by the City of El Paso, payments will be made to the Contractor within thirty (30) days following acceptance of goods or services, or receipt of a properly prepared invoice by the City Department identified in the Invoice Instructions set forth on the Purchase Order, whichever is later. Any discount for prompt payment will be calculated from the day goods or services are accepted or when a properly prepared invoice is received. Payments will be considered to have been made on the date of mailing (postmark) of the payment check or, for an electronic funds transfer, the specified payment date. Invoices to be submitted in single copy.

PAYMENT TERMS : Please mark appropriate block.

- ____ % - 10 Days ☐
 ____ % - 20 Days ☐
 ____ % - 30 Days ☐
Net - 30 Days ☒

LATE PAYMENTS:

Late Payment fees will incur at the State of Texas statutory rate.

BIDDER'S (COMPANY) NAME

CER Distributing Inc.